

DD/S
FILE *Training 3*

Executive Director-Comptroller
7D12 Hqs.

I think that you may be interested in the Director of Training's evaluation of the clerical training program over station WETA.

Mr. Richardson's conclusions are based on the fact that the television program duplicated much of our clerical training; it was felt that results were not commensurate with the time involved in the 14 sessions; the two very competent instructors were tied up during this period, and the cost to participate is considered to be excessive. I understand that these conclusions also represented the thinking of several other agencies that participated.

R. L. Bannerman

10 FEB 1969

STAT Deputy Director for Support 7D26 ☐

SOS/DDS:RBW:dlk (10 Feb 69)

Distribution:

Orig - Adse w/O of DD/S 69-0432

- 1 - DD/S Subject w/cy of DD/S 69-0432 & w/background (DD/S 68-5099-68-5-065)
- 1 - DD/S Chrono

DD/S 69-0432: Memo dtd 27 Jan 69 to DD/S from DTR, subj: Evaluation of Civil Service Commission-WETA Television Training Program:
"From Nine to Five"

DTR-2723

SECRET

DD/S 69-0432

89 JUN 1969

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Evaluation of Civil Service Commission-
WETA Television Training Program:
"From Nine to Five"**

1. This memorandum is for the information of the Deputy Director for Support. Further, the Executive Director - Comptroller's interest in the subject program can be inferred from his letter of 21 October 1968 which advised Executive Director Nicholas Oganovic of the Civil Service Commission that the Agency had "made arrangements to facilitate maximum participation in the program."

2. Twenty Agency clerical personnel and two instructors participated in the pilot running of this closed-circuit television training program during the period 25 October - 17 December 1968 -- at a cost to OTR of \$900.00, or \$45.00 per student.

3. We were disappointed in this program, and we understand that other agencies were also. The National Institutes of Health, we understand, abandoned the program about midway in its running. We are not participating in the January-February 1969 running of the program because it is an exact duplication of the pilot presentation.

4. Before we commit the Agency to participate in the March-April 1969 running, we should like to study the changes which the Commission and WETA are making in the television presentations, as well as certain changes also being made in the classroom discussion

SECRET

EX-100
100-100000
100-100000
100-100000

methodology. Accordingly, our clerical training faculty is keeping in touch with the Commission with respect to the Commission's reworking of the program materials and methodology, and I am looking to our faculty to advise me as to the merits of further participation in this program.

5. If the decision is made to participate in the revised program, we will want to use students who have been on the job for at least six months to one year, and we may have to recommend that the costs be prorated to the students' components. I am alluding to the fact that our participation to date has been strictly of the token variety, twenty students at a cost of \$900.00. If we were to become heavily engaged in such training, as the Commission tends to recommend to all agencies, we would be expending several thousand dollars in any given year. Five groups of twenty students each on a quarterly basis would cost \$18,000 -- and even these numbers would be considered minimal participation by Commission standards.



John Richardson
Director of Training

ILLEGIB

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Evaluation of Civil Service Commission-WETA Television Training Program: "From Nine to Five"

FROM: Director of Training
819 Glebe

EXTENSION ☐

NO. DTR-2723

DATE 25X1

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Deputy Director for Support 7D26 HQS				(NOON MTG 4 Feb 69.) RBW
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

STAT

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110013-4

Next 1 Page(s) In Document Exempt

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110013-4

24 October 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Television Training Course for Clerical Employees

STAT 1. As directed, Mr. []/OP attended a meeting at television station WETA on 21 October 1968.

STAT 2. He found that this meeting consisted of a gathering of training officers from various agencies of the government and was essentially a sales effort on the part of the television station to sell the clerical training program. Mr. [] orally reported on his visit to the Director of Personnel and to personnel of the Office of Training who have been enmeshed in this program for some time. Mr. [] comment was that the film shown them was not too good and the lunch served them was pretty poor.

(SUPPORT SCHOOL)
3. The Office of Training has the ball for the Agency insofar as this program is concerned.

[]
Special Assistant to the
Deputy Director for Support

Distribution:

Orig - DD/S Subject w/background (DD/S 68-5099, 68-5068)
1 - DD/S Chrono

Brought up at Noon Meeting 4/00/s 25 Oct 68. RBL

ER 68-4404/A

21 OCT 1968

Mr. Nicholas J. Oganovic
Executive Director
U. S. Civil Service Commission
Washington, D. C. 20415

Dear Nick:

This is to acknowledge your letter to me and that of John Macy to Dick Helms announcing the Civil Service Commission's television training course for clerical employees. I am pleased to report that we have made arrangements to facilitate maximum participation in the program.

Your Bureau of Training deserves commendation for conceiving an effective response to an important training requirement.

Sincerely,

/s/

L. K. White
Executive Director

Distribution:

Original - Addressee

1 - ER

1 - ExDir

~~1~~ - DD/S

1 - D/TR

61-101-10013

15 October 1968

Director of Personnel
ATTENTION: Helen

5E-56 Hqs.

Forwarded per your request.

STAT

[Redacted]

Executive Officer to the DD/S

7D-24 Hqs.

EO-DD/S:VRT:es (15 Oct 68)

Distribution:

Orig - Adse w/cy of DD/S 68-5099 & w/cy of DD/S 68-5068

1 DD/S Subject w/cy of ea att

DD/S 68-5099: PROPOSED memo for DCI's signature to Hon. John W. Macy, Jr.,
subj: re television training course for clerical employees

DD/S 68-5068: Ltr dtd 4 Oct 68 to Hon. Richard Helms fr John W. Macy, Jr., C/CSC,
re same subject

Executive Director-Comptroller

7 D-59 Headquarters

Colonel White:

Per our conversation we think this program has great potential and we will participate in the first running. Attached is the proposed reply to Mr. Macy.

SIGNED R. L. Bannerman

R. L. Bannerman

11 OCT 1968

Deputy Director for Support

STAT 7 D-26 Headquarters



DD/S:RLB:ksd (11 Oct 68)

Distribution:

- Orig - Adse w/O & 5 ccy DD/S 68-5099
- X - DD/S Subject w/ccy DD/S 68-5099
- 1 - DD/S Chrono

DD/S 68-5099: Ltr to Honorable John W. Macy, Jr. fr Richard Helms re: clerical training television course

STAT

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110013-4

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110013-4

pp/s 68-5099
ER 68-4404/A

21 OCT 1968

Mr. Nicholas J. Oganovic
Executive Director
U. S. Civil Service Commission
Washington, D. C. 20415

Dear Nick:

This is to acknowledge your letter to me and that of John Macy to Dick Helms announcing the Civil Service Commission's television training course for clerical employees. I am pleased to report that we have made arrangements to facilitate maximum participation in the program.

Your Bureau of Training deserves commendation for conceiving an effective response to an important training requirement.

Sincerely,

/s/

L. K. White
Executive Director

Distribution:

Original - Addressee

1 - ER

1 - ExDir

2 - DD/S

1 - D/TR

OCT 31 1968

Honorable John W. Macy, Jr.
Chairman
United States Civil Service Commission
Washington, D. C. 20415

Dear John:

Thank you for advising me of the television training course for clerical employees which your letter of October 4th describes. I am pleased to report that we will participate in this new program.

Your Bureau of Training deserves commendation for designing and developing an effective response to an important training requirement.

Sincerely,

Richard Helms
Director

Originator: /s/ on orig "John Richardson"
John Richardson
Director of Training

10 Oct 1968
Date

CONCUR:

SEE SIGNATURE ON ROUTING SLIP
R. L. Bannerman
Deputy Director
for Support

11 OCT 1968
Date

O/TR:10 Oct 68

Rewritten:EO-DD/S:VRT:es (11 Oct 68)

Distribution:

Orig & 1 - Adse
1 - DDCI

2 - DD/S w/cy of basic Chrono. Subject
Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110013-4

1 - ER w/O of basic (DD/S 68-5068)



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

Honorable John W. Macy, Jr.
Chairman
United States Civil Service Commission
Washington, D.C. 20415

Dear John:

Thank you for advising me of the television training course for clerical employees which your letter of October 4th describes. I am pleased to report that we will participate in this new program.

Your Bureau of Training deserves commendation for designing and developing an effective response to an important training requirement.

Initially, we will conduct the course with Commission-trained members of our Clerical Training Faculty serving as classroom discussion leaders. With respect to future presentations of the course, we recognize the merits of expanding this instruction within the Agency through enlisting experienced secretaries as discussion leaders.

Sincerely,

Richard Helms
Director

ORIGINATOR:

STAT

John Richardson
Director of Training

10 Oct 1965

Date

CONCUR:

R. L. Bannerman
Deputy Director
for Support

Date

Distribution:

- O & 1 - Adse
- 1 - Signing official
- 1 - DDCI
- ~~1~~ - ER
- 2 - DD/S
- 2 - DTR (1 w/h)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
UNCLASSIFIED		SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	The Director		<i>mt</i>
2	Ex. Dir. <i>Rec'd 10/8</i>	<i>8 Oct.</i>	<i>w</i>
3	DD/S	9 Oct	V. T.
4	Director of Training		
5			
6			
ACTION		DIRECT REPLY	INDIRECT REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		NOTIFICATION	REMARKS
Remarks: <i>Bob: Please talk with me very soon about this - what do you think we should do?</i>			
<div style="border: 1px solid black; width: 200px; height: 50px; margin: 0 auto;"></div>			
3-4: For our conversation, Mr. Bannerman would appreciate a proposed response from DCI to Mr. Macy by close of business 10 OCTOBER 1968.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
OF BUSINESS 10 OCTOBER 1968.			
UNCLASSIFIED		CONFIDENTIAL	
UNCLASSIFIED		SECRET	

FORM NO. 237 Use previous editions

(40)

DD/S Distribution:

- Orig - D/TR w/O of DD/S 68-5068 (by hand)
- 1 - DD/S Subject w/cy of DD/S 68-5068

DD/S 68-5068: Ltr dtd 4 Oct 68 to DCI fr Chairman/USC, subj: televising of a training course via WETA facilities in October

STAT

DDI 3 68-5068

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110013-4

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

OUT 4 204

IN CASE PLEASE REFER TO

TO REFERENCE

Honorable Richard Helms
Director of Central Intelligence
Central Intelligence Agency
Washington, D. C. 20505

Dear Dick:

It is my pleasure to inform you that the Civil Service Commission and WETA TV Channel 26 will telecast a training course via WETA facilities in October. This program, which is designed exclusively for clerical employees, is the result of many months of consultations and close working relations among agency training officers, Commission staff, and WETA officials.

I think this effort will be of interest to you because:

- It represents a partnership between Government and the television industry in the meeting of training needs of Federal employees.
- The group to be served through this program are the hundreds of thousands of clerical employees, predominantly women, employed by the Government.
- The design of this program is unique in that it uses the media of television to maximum advantage. The methodology to be employed is fresh and exciting.

The course itself consists of 14 sessions, with one half hour of each session devoted to television viewing. The course objectives are:

- to build an awareness of desirable personal and professional clerical traits and skills
- to develop greater self-confidence, self-reliance, and positive attitudes to the work situation, and
- to build greater functional understanding of the role of the employee to the organization mission.

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110013-4

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

-2-

We feel that this course not only meets the critical training needs of clerical employees but also recognizes them as the valuable resource they are to the Government, a recognition too often overlooked.

The enclosed brochure describes the program in greater detail and supplies cost information and dates of televised lessons. I hope that all department and agency heads will personally see to it that their clerical employees are given an opportunity to participate in this program as soon as it is practicable. Please give your wholehearted support to this very worthwhile venture.

Sincerely yours,

/s/ John

John W. Macy, Jr.
Chairman

Enclosure

STAT

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110013-4

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110013-4

Director of Training
819 1000 Glebe

I am attaching a copy of our routing slip to Colonel White that accompanied your 27 January 1969 memo addressed to the DD/S on the subject of the WETA Television Training Program. Please note Colonel White's comments on the reverse of the slip: "Don't you think we ought to convey our conclusions to CSC, or perhaps this has already been done. LKW"

We will appreciate your reaction.

/s/



Support Operations Staff/DDS



20 Feb 69

Distribution:

Orig - Adse w/t of routing slip

1 - DD/S Subject w/O of routing slip & w/background (DD/S 69-0432)

1 - DD/S Chrono

UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller 7D12 Hqs.	2/12	W
2	DDS		
3	(See over)		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<p>Remarks: I think that you may be interested in the Director of Training's evaluation of the clerical training program over station WETA.</p> <p>Mr. Richardson's conclusions are based on the fact that the television program duplicated much of our clerical training; it was felt that results were not commensurate with the time involved in the 14 sessions; the two very competent instructors were tied up during this period, and the cost to participate is considered to be excessive. I understand that these conclusions also represented the thinking of several other agencies that participated.</p> <div style="border: 1px solid black; width: 200px; height: 30px; margin: 10px auto;"></div> <p style="text-align: center;">K. L. Bannerman</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Deputy Director for Support 7D26			FEB 1969
UNCLASSIFIED	CONFIDENTIAL	SECRET	

STAT

STAT

*Don't you think we
ought to convey our
conclusion to CSC, or
perhaps this has
already been done.*



STAT

DTR-2723

SECRET

DD/S 69-01/32

Executive Registry
69-818

21 JAN 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Evaluation of Civil Service Commission-
WETA Television Training Program:
"From Nine to Five"

1. This memorandum is for the information of the Deputy Director for Support. Further, the Executive Director-Comptroller's interest in the subject program can be inferred from his letter of 21 October 1968 which advised Executive Director Nicholas Oganovic of the Civil Service Commission that the Agency had "made arrangements to facilitate maximum participation in the program."

2. Twenty Agency clerical personnel and two instructors participated in the pilot running of this closed-circuit television training program during the period 25 October - 17 December 1968 -- at a cost to OTR of \$900.00, or \$45.00 per student.

3. We were disappointed in this program, and we understand that other agencies were also. The National Institutes of Health, we understand, abandoned the program about midway in its running. We are not participating in the January-February 1969 running of the program because it is an exact duplication of the pilot presentation.

4. Before we commit the Agency to participate in the March-April 1969 running, we should like to study the changes which the Commission and WETA are making in the television presentations, as well as certain changes also being made in the classroom discussion

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

methodology. Accordingly, our clerical training faculty is keeping in touch with the Commission with respect to the Commission's reworking of the program materials and methodology, and I am looking to our faculty to advise me as to the merits of further participation in this program.

5. If the decision is made to participate in the revised program, we will want to use students who have been on the job for at least six months to one year, and we may have to recommend that the costs be prorated to the students' components. I am alluding to the fact that our participation to date has been strictly of the token variety, twenty students at a cost of \$900.00. If we were to become heavily engaged in such training, as the Commission tends to recommend to all agencies, we would be expending several thousand dollars in any given year. Five groups of twenty students each on a quarterly basis would cost \$18,000 -- and even these numbers would be considered minimal participation by Commission standards.

[Redacted Signature Box]

John Richardson
Director of Training

25X1

~~SECRET~~